



STATE COLLEGE OF FLORIDA  
MANATEE - SARASOTA

## Work-Based Learning Attendance Record and Work Log

**Instructions to Students:** Use this log form to track your work attendance and to describe the work/duties you performed. The last page includes a space for the student and supervisor to sign. When complete, return the form to [Internships@SCF.edu](mailto:Internships@SCF.edu).

**Student Information**

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

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Job Title \_\_\_\_\_

**Employer Information**

Business Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

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Supervisor's Phone \_\_\_\_\_ Supervisor's Email \_\_\_\_\_

Date	Time Arrived	Time Left	Total Hours Worked	Work Activity Description
(Example) 1/1/24	8:30 am	12:00 pm	3.5	Installed Hard-Drive; Installed Windows; Restored Client Data



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First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date	Time Arrived	Time Left	Total Hours Worked	Work Activity Description
<b>TOTAL HOURS WORKED</b>				
Student's Signature: _____			Supervisor's Signature: _____	
Date: _____			Date: _____	

Once you have completed this form, send it to [Internships@SCF.edu](mailto:Internships@SCF.edu)